



**STANDARDS OF APPRENTICESHIP  
adopted by**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
AUTOMOTIVE MECHANIC	49-3023.01	8000 HOURS
AUTOMOTIVE SHEET METAL	49-3021.00	8000 HOURS
CABLE SPLICER	49-9051.00	8000 HOURS
DRAINAGE AND WASTEWATER COLLECTION WORKER	51-8031.00	4000 HOURS
DUPLICATING EQUIPMENT OPERATOR	43-9071.01	8000 HOURS
ELECTRICIAN CONSTRUCTOR	49-9051.00	8000 HOURS
GENERATION ELECTRICIAN CONSTRUCTOR	49-2095.00	8000 HOURS
HYDROELECTRIC MAINTENANCE MACHINIST	49-9041.00	8000 HOURS
LINEWORKER	49-9051.00	7000 HOURS
METER ELECTRICIAN	49-9012.01	6000 HOURS
UTILITY CONSTRUCTION WORKER	47-3013.00	3000 HOURS
WATER PIPE WORKER	47-2151.00	4000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Fraud Prevention & Labor Standards Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JULY 25, 1957

Initial Approval

OCTOBER 20, 2016

Committee Amended

JANUARY 15, 2015

Standards Amended (review)

OCTOBER 15, 2015

Standards Amended (administrative)

By: LEE NEWGENT  
Chair of Council

By: ELIZABETH SMITH  
Secretary of Council

# CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE

## INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold “insert text” fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional)

**The following Standards for the development of apprentices have been prepared by representatives of the City of Seattle, in conjunction with the International Association of Machinists & Aerospace Workers, Local 79, the International Brotherhood of Electrical Workers Local 77, the Automotive Sheet Metal Workers Local 387, and Graphic**

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**Communications International Union, Local 767-M, and United Association of Plumbers & Pipefitters, Local 32, and Public Service and Industrial Employees, Local 1239.**

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The area covered by these Standards shall be all departments of the City of Seattle, Washington.**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **Minimum eighteen (18) years.**

Education: **High school, vocational school graduates (with proof of graduation) or GED equivalency. ADDITIONAL: Candidates applying for electrical trades and/or hydroelectric maintenance machinist apprenticeship programs must have successfully completed with a grade of 'C' (70%) or above, high school level algebra, geometry, or trigonometry.**

Physical: **Exact requirements shall be set forth in the Examination**

Testing: **Bulletin issued by the City Personnel Department, City of Seattle.**

Other: **None**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

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The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

### **A. Selection Procedures:**

**Exempt by reason of selection through City Personnel Rules, WAC 295-05-405(1)(b).**

### **B. Equal Employment Opportunity Plan:**

**Exempt by reason of selection through City Personnel Rules, WAC 295-05-405(1)(b).**

### **Discrimination Complaints.**

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

## **IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

### **For Automotive Mechanic, Automotive Sheet Metal, Cable Splicer, Duplicating Equipment Operator, Electrician Constructor, and Generation Electrician**

**Constructor: The term of apprenticeship shall not be less than four (4) years or 8,000 hours\* of reasonably continuous employment.\*\*\***

**Hydroelectric Maintenance Machinist: The term of apprenticeship shall not be less than 8,000 hours\* of reasonably continuous employment.\*\***

**Meter Electrician: The term of apprenticeship shall not be less than three (3) years or 6,000 hours\* of reasonably continuous employment.\*\***

**Lineworker: The term of apprenticeship shall not be less than three and one-half (3 1/2) years or 7,000 hours\* of reasonably continuous employment.\*\***

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**Water Pipe Worker:** The term of apprenticeship shall not be less than 4,000 hours\* of reasonably continuous employment.\*\*\*

**Drainage and Wastewater Collection Worker:** The term of apprenticeship shall not be less than 4,000 hours\* of reasonably continuous employment.\*\*\*

**Utility Construction Worker:** The term of apprenticeship shall not be less than 18 months or 3000 hours\* of reasonably continuous employment.\*\*

\*All references to hours shall mean regular straight-time (work) hours.

\*\*\*For these occupations, the phrase '...reasonably continuous employment...' denotes a minimum of 1760 to 2000 regular straight-time work hours per year, computed from the date apprenticeship begins. Apprentices will not have their apprenticeship extended for using up to - but not to exceed - 240 hours Personal Time Off (PTO) hours (2000 hours - 240 PTO hours = 1760 minimum regular straight-time work hours required to advance). If an apprentice exceeds the PTO allotted in one apprenticeship year, the equal number of hours will be added to the apprenticeship target completion date. Examples of PTO include: Vacation, Sick Leave, Leave of Absence, Family and Medical Leave (FMLA), Jury Duty, Funeral Leave, Emergency Leave and On-The-Job Injury or Illness (L&I). Active Military duty and all other unlisted items shall be evaluated on a case by case basis by the JATC.

\*\*\*For these occupations, the phrase '...reasonably continuous employment...' denotes a minimum of 2000 regular straight-time work hours per year, computed from the date apprenticeship begins.

### **V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the

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agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**All apprentices employed in accordance with these Standards shall be subject to the city charter probationary period of 2000 hours and to all terms of the Apprenticeship Agreement.**

### **VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

- A. Automotive Mechanic:**  
**There shall not be more than one (1) apprentice for each four (4) journeypersons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.**
- B. Electrician Constructor, Generation Electrician Constructor, Lineworker, Cable Splicer, and Meter Electrician:** **There shall not be more than one (1) apprentice for each three (3) journeypersons employed. The minimum approval ratio shall be (1) apprentice to one (1) journeyperson. It shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreement.**
- C. Automotive Sheet Metal:**  
**Every shop which employs one (1) journey person may have one (1) apprentice, and one (1) apprentice for every additional three (3) journeypersons employed.**
- D. Duplicating Equipment Operator:**  
**There shall not be more than one (1) apprentice for each two (2) journey persons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.**
- E. Seattle Public Utilities Water Pipe Worker:**  
**There shall be not more than one (1) apprentice for each one (1) journey person employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.**

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- F. Hydroelectric Maintenance Machinist:**  
Every shop which employs one (1) journey person may have one (1) apprentice and one (1) apprentice for every additional four (4) journey persons employed.
- G. Drainage and Wastewater Collection Worker:**  
Collection Worker: There shall not be more than one (1) apprentice for each one (1) journey person employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council.
- H. Utility Construction Worker:**  
There shall not be more than one (1) apprentice for each three (3) journey persons employed. The exact number of apprentice positions will be determined by Ordinance passed by the City Council. The maximum approval ratio shall be (1) apprentice to one (1) journey person. It shall be consistent with proper supervision, training, safety, and continuity of employment and applicable provisions in the collective bargaining agreement.

### **VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

#### **A. Automotive Mechanic:**

**In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

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Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	71%
3	13 - 18 months	75%
4	19 - 24 months	79%
5	25 - 30 months	83%
6	31 - 36 months	87%
7	37 - 42 months	91%
8	43 - 48 months	95%

**B. Automotive Sheet Metal:**

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	73%
3	13 - 18 months	77%
4	19 - 24 months	80%
5	25 - 30 months	85%
6	31 - 36 months	90%
7	37 - 48 months	95%

**C. Cable Splicer, Electrician Constructor, and Generation Electrician Constructor**

Step	Number of hours/months	Percentage of journey-level rate
1	0 - 6 months	67%
2	7 - 12 months	71%
3	13 - 18 months	77%
4	19 - 24 months	79%
5	25 - 30 months	83%
6	31 - 36 months	87%
7	37 - 42 months	91%
8	43 - 48 months	95%

Upon recommendation of the Apprenticeship Committee, an apprentice will be placed in the appropriate pay step. Each period shall be six months. Employees entering the apprenticeship from a regular City position in the electrical trades , or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.

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### **D. Drainage and Wastewater Collection Worker apprentice:**

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>85%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>87%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>91%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>94%</b>

Employees entering the "Drainage and Wastewater Collection Worker" apprenticeship from a regular City position shall not suffer a loss in hourly pay, provided their hourly rate appears within this Apprentice salary schedule. Those persons starting at other than the first period rate, as shown above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.

### **E. Duplicating Equipment Operator:**

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0 - 6 months</b>	<b>67%</b>
<b>2</b>	<b>7 - 12 months</b>	<b>71%</b>
<b>3</b>	<b>13 - 18 months</b>	<b>75%</b>
<b>4</b>	<b>19 - 24 months</b>	<b>79%</b>
<b>5</b>	<b>25 - 30 months</b>	<b>83%</b>
<b>6</b>	<b>31 - 36 months</b>	<b>87%</b>
<b>7</b>	<b>37 - 42 months</b>	<b>91%</b>
<b>8</b>	<b>43 - 48 months</b>	<b>95%</b>

### **F. Hydroelectric Maintenance Machinist:**

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-

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**committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0 - 6 months</b>	<b>68%</b>
<b>2</b>	<b>7 - 12 months</b>	<b>72%</b>
<b>3</b>	<b>13 - 18 months</b>	<b>76%</b>
<b>4</b>	<b>19 - 24 months</b>	<b>80%</b>
<b>5</b>	<b>25 - 30 months</b>	<b>84%</b>
<b>6</b>	<b>31 - 36 months</b>	<b>88%</b>
<b>7</b>	<b>37 - 42 months</b>	<b>92%</b>
<b>8</b>	<b>43 - 48 months</b>	<b>96%</b>

**Each period shall be six months. Persons entering the Hydroelectric Maintenance Machinist from a regular City position in the machining trades, shall not suffer a loss in hourly pay. Those persons starting at other than the first period rate, as shown above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.**

### **G. Meter Electrician:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0 - 6 months</b>	<b>67%</b>
<b>2</b>	<b>7 - 12 months</b>	<b>73%</b>
<b>3</b>	<b>13 - 18 months</b>	<b>77%</b>
<b>4</b>	<b>19 - 24 months</b>	<b>83%</b>
<b>5</b>	<b>25 - 30 months</b>	<b>89%</b>
<b>6</b>	<b>31 - 36 months</b>	<b>95%</b>

**Upon recommendation of the Apprenticeship Committee, an apprentice will be placed in the appropriate pay step. Each period shall be six months. Employees entering the apprenticeship from a regular City position in the electrical trades , or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.**

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### **H. Lineworker:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>67%</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>73%</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>77%</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>80%</b>
<b>5</b>	<b>4001 - 5000 hours</b>	<b>85%</b>
<b>6</b>	<b>5001 - 6000 hours</b>	<b>90%</b>
<b>7</b>	<b>6001 - 7000 hours</b>	<b>95%</b>

Employees entering the apprenticeship from a regular City position in the electrical trades , or an IBEW Local 77 represented position, shall enter that apprenticeship at the next higher wage step to the step currently being paid. Such step placement shall not result in a loss of pay unless the step the employee received prior to entering the apprenticeship exceeds the journey level pay of that appropriate journey level classification (maximum pay for an apprentice shall not exceed the journey level pay of that classification). Those persons starting at other than the first wage step shall remain at their entry rate (other than cost of living increases) until such time as their progress through the apprenticeship will result in a wage increase.

### **I. Water Pipe Worker Apprentice:**

In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>0000 - 1000 hours</b>	<b>81.78</b>
<b>2</b>	<b>1001 - 2000 hours</b>	<b>83.70</b>
<b>3</b>	<b>2001 - 3000 hours</b>	<b>87.57</b>
<b>4</b>	<b>3001 - 4000 hours</b>	<b>90.24</b>

Employees in the title of Water Pipe Helper hired prior to the implementation of this program who choose to apply for an apprentice placement, and those persons entering the Water Pipe Worker Apprenticeship from a regular City position, shall not suffer a loss in hourly pay, provided their hourly rate appears within this Apprentice salary schedule. Those persons starting at other than the first period rate, as show above, shall remain at their entry rate until such time as their progress through the apprenticeship will result in a wage increase.

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**J. Utility Construction Worker:**

Step	Number of hours/months	Percentage of journey-level rate
<b>1</b>	<b>1000 hours /0 - 6 months</b>	<b>85%</b>
<b>2</b>	<b>2000 hours/7 - 12 months</b>	<b>87%</b>
<b>3</b>	<b>3000 hours/13 - 18 months</b>	<b>91%</b>

**In compliance with the City of Seattle Personnel Rules, salary schedule, and Collective Bargaining Unit's contractual agreements, an apprentice will be placed in the appropriate initial pay step. Thereafter, the Apprentice's sub-committee shall recommend periodic wage advancements to the JATC for approval of those apprentices who meet program standards**

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### **VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

<b><u>A. Automotive Mechanic:</u></b>	<b><u>Approximate Hours</u></b>
1. Familiarization .....	500
New vehicle service, installation of accessories, body service and shop routine	
2. Brakes.....	500
Adjusting, relining and repairing hydraulic systems, power operated brakes, anti-lock brakes, and air vacuum brakes	
3. Chassis.....	600
Frames, steering units, front systems, shock absorbers, springs, shackles, alignments, stability control, wheels & tires, airbags and supplemental restraints.	
4. Clutches and transmissions.....	750
Clutches, transmission, standard and automatic overdrives and shift controls, power take-offs, and emphasis on heavy duty transmission and output retarder.	
5. Rear axle assembly.....	500
Differential, universal joints, drive lines rear axles	
6. Power plants .....	1200
Valves, timing gears and chains, piston and ring assemblies, bearings and crankshafts, cylinder reconditioning, cooling systems, and emerging technology.	
7. Electric system.....	1500
Wire and light systems, generators and regulators, starting motors, windshield wipers, etc., instruments and gauges, ignition and batteries, transmission controls computer control systems, and emphasis on electronics.	
8. Motor Tune and Emission.....	1250

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**Carburetors, fuel systems, distributors, etc., trouble-shooting,  
fuel injectors, tune-up, EFI, and drivability issues.**

- 9. Hydraulic Systems .....700  
Hydraulic Pumps, motors, controls, hydrostatic drives, and Fire  
Garage equipment with emphasis on safety systems, hoses, etc.**
  
- 10. Miscellaneous.....500  
Exhaust systems, welding, auxiliary devices, etc., shop  
operations**

**TOTAL HOURS: 8000**



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**C. Cable Splicer: Approximate Hours**

Apprentices in this trade shall receive a minimum of four years of training divided among the following 12 sections.

Exceptions, modifications, deletions or reassignments to preclude redundancy may be made on an individual basis on pre-approval of the E.C.A.C. These considerations will in no event lessen the total hours allocated for this program and/or exposure for the apprentice.

1. Meter .....	40
2. Relay .....	40
3. Communications .....	40
4. Power Dispatching .....	40
5. Electrical Repair Shop.....	80
6. Underground Residential .....	480
7. Station Operations .....	40
8. Stations Construction and Maintenance.....	80
9. Locators .....	24
10. Network.....	6976
11. Network Engineering.....	40
12. Network Coordination.....	40
13. Overhead (T&D) .....	40
14. Civil Construction.....	40

**TOTAL HOURS: 8000**

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<b>D.    <u>Drainage and Wastewater Collection Worker:</u></b>	<b><u>Approximate Hours</u></b>
1. <b>First Class: Introduction to safety, the DWW work environment and work practices .....</b>	<b>400</b>
2. <b>Rehab: Rehabilitation and installation of sewer lines and new structures .....</b>	<b>600</b>
3. <b>Line and Grade: Operation, maintenance and troubleshooting of all piped drainage and wastewater collection systems .....</b>	<b>600</b>
4. <b>Underground Storage: Operation, maintenance and troubleshooting of all detention structures and settling basins.....</b>	<b>600</b>
5. <b>Surface Water Management: Drainage system (including creeks and other natural drainage systems) inspection, operation, maintenance and troubleshooting .....</b>	<b>600</b>
6. <b>Closed Circuit Television Inspection: Inspection of sewer lines using specialized equipment .....</b>	<b>600</b>
7. <b>First Response: Investigation of backups, voids and customer inquiries/concerns. ....</b>	<b>600</b>
<b>TOTAL HOURS:</b>	<b><u>4000</u></b>

**Please note, each of the Work Processes above may also include:**

- **experience in relevant safety policies, procedures and regulatory requirements, utility response protocols and/or**
- **special projects such as fish ladder, creek restoration, Operations Response Center (ORC), recruiting, hiring process, leadership and project planning (i.e. health fair) and safety committee.**

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<b><u>E. Duplicating Equipment Operator:</u></b>	<b><u>Approximate Hours</u></b>
1. Familiarization .....	800
a. Office Procedures	
(1) Order Intake	
(2) Job Tickets	
(3) Estimating	
(4) Filing	
b. Shop Routine	
(1) Work Flow	
(2) Sequence of procedures	
(3) Quality Control/Assurance	
c. Observation	
(1) Pre-Hands-On	
(2) History of Printing	
(3) Customer Relations	
d. Shop Routine	
(1) Work Flow	
(2) Sequence of procedures	
(3) Quality Control/Assurance	
2. Camera and Pre-Press .....	2000
a. Process Camera Operation	
b. Film Imposition	
c. Photo Mechanical Transfer	
d. Film Processing	
e. Plate Exposure/Processing	
f. Negative/Art Filing/Storage	
g. Duo-tones	
h. Maintenance	
i. Desktop Publishing	
3. Binder and Finishing .....	2000
a. Paper Knowledge	
b. Cutting	
c. Folding	
d. Collating/Gathering	
e. Perfect Binding	
f. Combination Binding	
g. Maintenance (clean, oil, etc.)	
h. Stitching	
i. Perf/Score	
j. Punch/Drill	
k. Shipping/Packaging	

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

<b>4.</b>	<b>Offset Printing Presses .....</b>	<b>3200</b>
<b>a.</b>	<b>Offset Theory</b>	
<b>b.</b>	<b>Basic Press Operation</b>	
	<b>(1) Set-up</b>	
	<b>(2) Make-ready</b>	
	<b>(3) Paper stock changes (size &amp; weight)</b>	
	<b>(4) Weight size changes</b>	
<b>c.</b>	<b>Ink Mixing (K color, additives)</b>	
<b>d.</b>	<b>Fountain Solutions</b>	
<b>e.</b>	<b>Ink/water balance</b>	
<b>f.</b>	<b>Wash-Up</b>	
<b>g.</b>	<b>Maintenance</b>	
<b>h.</b>	<b>Quality Assurance</b>	

<b>TOTAL HOURS:</b>	<b><u>8000</u></b>
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**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- g. Installation and maintenance of rotating equipment, including motors, generators, synchronous condensers, pumps and fans
  - h. Wiring and installation of switchboards and switchboard equipment
  - i. Installation and maintenance of batteries and battery chargers
  - j. Installation and maintenance of high capacity rectifiers
  - k. Installation and maintenance of voltage regulators step regulators and tap changers
  - l. Rotation and phasing
  - m. Clearance procedure: requesting a clearance, pick up and receiving a clearance, tailboard conferences, hot testing, grounding, keep open, hold open, releasing clearances, switching orders, and procedures.
  - n. Capacitor banks: Installation, maintenance and hazards
  - o. Bushings: Installation, repair and complete rebuilding of bushings
  - p. Troubleshooting equipment malfunctions
  - q. Conduit bending, manual hand bender, hydraulic bender, and power hydraulic bender
  - r. Tower climbing and tower rescue
  - s. Ladders, handling and safety
  - t. Power man lift equipment and safety
  - u. Poly cable splicing and terminating
  - v. Vault rescue
  - w. Setting up safe work area, traffic coning and flagging
  - x. Radio communications, operating use of in an emergency
  - y. Use of test equipment, ductor, multimeter, amprobe, megger, von test, SF6 gas test, fault gas test
  - z. Rigging, lifting, moving of heavy objects with mobile truck crane or winches
  - aa. National, State and City Electrical Code
  - ab. Substation and field inspections
  - ac. Protective Devices
  - ad. Isolating and disconnecting devices
4. Electrical Repair and Transformer Shop .....320
- a. Safety meetings and equipment inspection
  - b. Transformers
    - (1) Testing
      - (a) Breakdown
      - (b) Core loss
      - (c) Copper loss
      - (d) Impedance
      - (e) Ratio

- (f) Polarity
    - (g) Tap changers
    - (h) Acceptance testing
  - (2) Winding, Construction of
    - (a) Methods
    - (b) Insulation
    - (c) Types
  - c. Dielectric testing
    - (1) Insulating materials
    - (2) Insulators
    - (3) Rubber goods
    - (4) Bushings
  - d. DC motors and generators
    - (1) Rewinding
    - (2) Locating and correcting faults
  - e. AC motors, generators
    - (1) Rewinding
    - (2) Locating and correcting faults
  - f. Street lights
    - (1) Test repair
    - (2) Rebuilding and upgrade (energy conservation)
  - g. Network protectors
    - (1) Test and inspect (new)
    - (2) Rebuild
    - (3) Modify (wall mount to transformer mount)
  - h. Transformer oil
    - (1) Dielectric test
    - (2) Acid test
    - (3) Operation of purifier
    - (4) Dissolved in oil gas analysis
  - i. Electric operated material handling equipment
    - (1) Batteries
    - (2) Chargers
    - (3) Motors
    - (4) Controls
  - j. Capacitor banks
    - Test, repair, acceptance testing and hazards
- 5. Underground residential .....80
  - a. Safety meetings and equipment inspection
  - b. Troubleshooting and testing
  - c. Transformers (placement, installing and connection)
  - d. Cables (loading, setting up for pulling in or removal and sealing PRI and SEC)
  - e. Cable splicing (high voltage and secondary poly)
  - f. Cable terminating (high voltage and secondary poly)

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- g. Fault locating
  - h. Hypo testing
  - i. Service installations and CT's
  - j. Clearance procedures and switching
  - k. Manholes, vaults, handholes and ducts
6. Distribution overhead.....80
- a. Safety meetings and equipment inspection
  - b. Poles, crossarms and guying
  - c. Conductors, insulators, switches, cutouts
  - d. Fuses and protective devices
  - e. Transformers, hanging, phasing, testing and banking
  - f. Service installations
  - g. Rigging, splicing and line handling
  - h. Clearance procedures and switching
7. Power Stations Engineering.....160
- a. Goals
    - (1) Read City Light drawings
      - (a) Elementary diagrams
      - (b) Connection diagrams
      - (c) Physical installation drawings
      - (d) One line diagrams and operator diagrams
    - (2) Understand the process of preparing, issuing and accounting for construction drawings of electrical installations
    - (3) To enhance the importance of drawing accuracy of drawings, and the need to accurately record any field changes made so that these changes can be incorporated into the final drawings
  - b. Work assignments
    - (1) Preparation of construction drawings from sketches or marked prints prepared by experienced engineers
    - (2) Retrieval of drawings from our drawing files
    - (3) Assisting engineers in the checking for accuracy of drawings prepared by others
    - (4) Assisting engineers in field checkout of electrical installations
8. Power Station Operations .....40
- a. Reviews of Constructor and Operator safety, clearance, and switching procedures.
  - b. Operation of various types of equipment; relays; protective devices, control circuits, isolating devices, and reclosures.
  - c. Orientation to various locations of equipment

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- d. Generation, Transmission and substation transmission systems
  - e. Unit Substations and stations for commercial customers
  - f. Abnormal, Emergency and outage conditions
9. Power dispatching .....40
- a. To provide orientation and familiarization for apprentices with the purpose and operation of the Power Control Center, placing emphasis on the interfacing and inter-relation of the respective Power Control Center and field crew functions and responsibilities
  - b. Time will be spent dealing with the Washington State Electrical Workers Safety Rules; The department's Power Dispatching Clearance, Keep Open and Hold Open Procedures; clearances including research, planning, coordination, and issuance; switching; work-order tracking; system operation; mapping; and other dispatching functions
10. Generating Station Maintenance and Construction .....520
- Overview of maintenance, repairs and installation of Hydroelectric Generation Units and their auxiliaries.
- a. Skagit
  - b. Cedar Falls

**TOTAL HOURS: 8000**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

<b><u>G. Generation Electrician Constructor</u></b>	<b><u>Approximate Hours</u></b>
1. Generating Station Maintenance and Construction section .....	6200
a. Safety orientation including Accident Prevention Manual. Safety meetings and equipment inspections.	
b. Maintenance, repairs and installation of Hydroelectric Generating Units and their auxiliaries.	
c. Maintenance, repairs and installation of DC excitation systems.	
d. Use of Blueprints for systems diagnostics, trouble shooting and laying out construction work.	
e. Protective relaying schemes, application and diagnostics	
f. Wiring and testing control circuits	
g. Station wiring	
h. Wiring and installation of switchboards and switchboard equipment	
i. Installation, adjustment, repair and maintenance of switching equipment, ACB's, load interrupters, disconnect switches and breakers	
j. Installation and maintenance of transformers, including auxiliaries	
k. Installation and maintenance of batteries and battery chargers	
l. Use of test equipment, ductor, multimeter, amprobe, megger, SF gas test, fault gas test	
m. DC motors and generators	
n. AC motors and generators	
o. Troubleshooting equipment malfunctions	
p. Rotation and phasing	
q. Isolating and disconnecting devices	
r. Clearance procedures	
s. Bushings: Installation and repair	
t. Conduit bending	
u. Cable splicing and terminating	
v. Power man lift equipment maintenance and safety	
w. Tower climbing and tower rescue	
x. Ladders, handling and safety	
y. Vault rescue	
z. Setting up safe work area, traffic coning and flagging	
aa. Rigging and lifting	
bb. Federal, State and local Electrical Codes	
cc. Substation and field inspections	
2. Generation Station Operations .....	240

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- a. Reviews of Constructor and Operator safety, clearance, and switching procedures
  - b. Operation of various types of equipment; relays, protective devices, control circuits, isolating devices and reclosures
  - c. Orientation to various locations of equipment
  - d. Generation, Transmission and substation transmission systems
  - e. Project and Plant hydrology characteristics
  - f. LOTO Coordination
  - g. Generator controls logic
  - h. Integration of Department Plants to system needs
  - i. Abnormal, emergency and outage conditions
- 3. Station Service/Dam and Camp Distribution.....800
  - a. Safety meetings and equipment inspection
  - b. Troubleshooting and testing
  - c. Protective relaying schemes, applications and diagnostics
  - d. Transformers (placement, installing and connection)
  - e. Cables (loading, setting up for pulling in or removal and sealing PRI and SEC)
  - f. Cable splicing (high voltage and secondary poly)
  - g. Cable terminating (high voltage and secondary poly)
  - h. Fault locating
  - i. Hypo testing
  - j. Service installations and CT's
  - k. Clearance procedures and switching
  - l. Manholes, vaults and ducts.
  - m. Commercial and residential wiring and device installation packets
  - n. Conductors, insulators, switches, cutouts
- 4. Communication and Relay .....320
  - a. Relay Division.
    - (1) Distribution relay testing
      - (a) Overcurrent
      - (b) Reclosures
    - (2) Transmission Line relay testing
      - (a) Impedance
      - (b) Differential
    - (3) Power circuit breaker timing
    - (4) Use of electronic test instruments
      - (a) Oscilloscope
      - (b) Function Generator
    - (5) Protective Relay Circuit testing

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- 5. Transformer Shop.....80
  - a. Safety meetings and equipment inspection
  - b. Transformers - 3-phase
    - (1) Testing
      - (a) Breakdown
      - (b) Core Loss
      - (c) Copper Loss
      - (d) Impedance
      - (e) Ratio
      - (f) Polarity
      - (g) Tap Changers
      - (h) Acceptance Testing
    - (2) Winding, Construction of
      - (a) Methods
      - (b) Insulation
      - (c) Types
    - (3) Dielectric testing
      - (a) Insulating materials
      - (b) Insulators
      - (c) Rubber goods
      - (d) Bushings
      - (e) Modify (wall mount to transformer mount)
    - (4) Transformer oil
      - (a) Dielectric test
      - (b) Acid test
      - (c) Operation of purifier
      - (d) Dissolved in oil gas analysis
- 6. Distribution network underground.....40
  - a. Network protectors (installing, testing and repairing)
  - b. Cable splicing (high voltage, poly and lead)
  - c. Cable terminating (high voltage, poly and lead)
  - d. Fault locating (hypotronics and burning)
- 7. Distribution Overhead.....40
  - a. Poles, crossarms and guying
  - b. Fuses and protective devices
  - c. Conductors, insulators, switches, cutouts
  - d. Transformers - hanging, phasing, testing and banking
  - e. Service Installations
- 8. Mechanical and Electrical Engineering.....160
  - a. Goals
    - (1) Read City Light Drawings
      - (a) Elementary drawings
      - (b) Connection diagrams

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

(c)	Physical installation drawings	
(d)	One line diagrams and operator diagrams	
(2)	Understand the process of preparing, issuing and accounting for construction drawings of electrical and mechanical installations or maintenance projects.	
(3)	To enhance the importance of drawing accuracy of drawings, and the need to accurately record any field changes made so that these changes can be incorporated into the final drawings.	
b.	Work Assignments	
(1)	Preparation of construction drawings from sketches or marked prints prepared by experienced engineers	
(2)	Retrieval of drawings from our drawing files	
(3)	Assisting engineers in the checking of accuracy of drawings prepared by others	
(4)	Assisting engineers in field check out of electrical and mechanical installations	
9.	Power Dispatching .....	40
a.	To provide orientation and familiarization for apprentices with the purpose of operation of the Power Control Center, placing emphasis on the interfacing and inter-relation of the respective power Control Center and field crew functions and responsibilities.	
b.	Time will be spent dealing with the Washington State Electrical Workers Safety Rules; The Departments Power Dispatching Clearance, Keep Open and Hold Open Procedures; clearances including research, planning, coordinator, and issuance; switching; work-order tracking; system operation; mapping; and other dispatching functions.	
10.	Power Marketing .....	40
a.	Goals	
(1)	To familiarize with the power marketing process and introduction to staff structure.	
11.	Technical Metering .....	40
a.	To provide orientation and familiarization for apprentices with the function of the technical metering unit and the work performed by meter electricians.	
	Total Hours	8000

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

### H. Hydroelectric Maintenance Machinist:

### Approximate Hours

**The apprentice shall receive instruction and experience in the following areas, (as much as possible.)**

1.	Tool Crib.....	75
2.	Pipe Threading & Plumbing Repairs.....	150
3.	Oxy Acet/HT .....	75
4.	Machine Maint/Align.....	550
5.	Valves & Reg. ....	100
6.	Aux Machinery.....	800
7.	Overhaul Repair.....	1000
8.	Rig & Crane Insp.....	150
9.	Bench Work.....	500
10.	Trouble Call.....	200
11.	Layout .....	200
12.	Hydraulic Equip.....	400
13.	Pump Repair.....	100
14.	Drill Press .....	200
15.	Engine Lathe.....	800
16.	CNC Lathe (ADD).....	450
17.	Milling/Broaching .....	800
18.	CNC Milling (ADD) .....	450
19.	Grinding/Blanchard/Surface .....	250
20.	Compressors .....	210
21.	Fire Sprinkler .....	90

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

<b>22. Babbitting .....</b>	<b>150</b>
<b>23. Metal Saws .....</b>	<b>100</b>
<b>24. Misc. Safety Activities.....</b>	<b>200</b>

**TOTAL HOURS: 8000**

**The Hydroelectric Generation Plants and the City Light Facilities at 3614 - 4th Avenue South in Seattle, Washington will be used to provide the above OJT training.**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

### I. Lineworker:

### Approximate Hours

**The apprentice shall receive the instruction and experience necessary to develop as a practical and skilled journeyworker versed in the theory and practice of this trade. The on-the-job training for Lineworker Apprentice shall consist of three and one-half (3 1/2) years or 7,000 hours of general line crew training in which the apprentices shall: rotate between North and South Line headquarters, be evaluated on a monthly basis, be required to demonstrate proficiency in Training & Testing Initiatives, and be required to maintain a daily log of OJT hours, covering items as listed below:**

- |    |   |      |
|----|---|------|
| 1. | Poles, crossarms, guying.....   | 1500 |
| 2. | Conductors, insulators, switches cutouts and other protective devices .....   | 1320 |
| 3. | Working energized primaries with rubber gloves and rubber protective equipment, phasing, rotation .....   | 1000 |
| 4. | Transformers, hanging, phasing, testing, and paralleling .....  | 1200 |
| 5. | Services.....<br>(New Construction, Replacement, Weatherheads/Brothering, Splicing/Service Extension, and Troubleshooting.)                     | 700  |
| 6. | Underground Residential Distribution .....  | 960  |
|    | (Material handling, installing, secondary and primary cable, setting U.G. transformers, terminations and splices, installing conduit on poles.) |      |
| 7. | Power Dispatchers .....   | 40   |
| 8. | Miscellaneous.....  | 280  |
|    | (Computer Training, Safety meeting, care and inspection of equipment, and Engineering.)   |      |

**TOTAL HOURS: 7000**

- a. The first 4000 hours will consist of General Construction and Safety Practices, Underground Residential Distribution (URD), Services, Power Dispatching, Engineering, and troubleshooting.
- b. The final 3000 hours will consist of Hot Sticking and/or rubber glove work on energized primary circuits.

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

### **J. Meter Electrician:**

### Approximate Hours

**The apprentice shall receive the instruction and experience necessary to become a practical and skilled journey person versed in the theory and practice of this trade. Apprentices in this trade shall receive a minimum of three (3) years/6,000 hours of training divided among the following sections.**

**Exceptions, modifications, deletions or reassignments may be made on pre-approval of the ECAC with recommendation to the JATC for adoption. These considerations will in no event lessen the total hours allocated for this program and/or exposure for the apprentice.**

- |    |   |               |
|----|---|---------------|
| 1. | <b>Installation .....</b>                                 | <b>1800</b>   |
|    | a. Single phase self-contained meters                     |               |
|    | b. Single-phase transformer-rated meters                  |               |
|    | c. Poly-phase self-contained meters                       |               |
|    | d. Poly-phase transformer-rated meters                    |               |
|    | e. Instrument transformers                                |               |
|    | f. Customer related trouble calls                         |               |
|    | g. Disconnect and reconnection for non-pay and no contact |               |
|    | h. Demand metering  |               |
|    | i. Power factor metering                                  |               |
|    | j. Totalized metering                                     |               |
|    | k. Dispatching  |               |
|    | l. Primary metering system                                |               |
| 2. | <b>Lab .....</b>  | <b>1200</b>   |
|    | a. Meter Lab and Shop .....                               | <b>(1300)</b> |
|    | (1) Meter testing (lab)                                   |               |
|    | (2) Meter (field) programming                             |               |
|    | (3) Meter recycling                                       |               |
|    | (4) Shop practices  |               |
|    | (5) Machine tool work                                     |               |
|    | (6) Instrument transformer testing                        |               |
|    | (7) Standards testing                                     |               |
|    | (8) Instrument repair, calibration and acceptance testing |               |
|    | (9) Scaling and rescaling equipment                       |               |
|    | (10) Special fabrications                                 |               |
|    | (11) Programming meter devices                            |               |
|    | b. Substation Metering.....                               | <b>(500)</b>  |
|    | (1) Transformer loss compensation                         |               |
|    | (2) Transducer  |               |
|    | (3) Station print-reading                                 |               |

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- (4) Energy and indicating meter and instrument maintenance
  - (5) Trouble calls
  - (6) Intertie testing
  - (7) Generation and co-generation metering
- 3. **Audit**.....1500
  - a. Meter and CT Testing - field
    - (1) Hi-Bill complaints
    - (2) Audit of new
    - (3) Audit of existing
  - b. Current Diversion
    - (1) Check meters
  - c. Substation metering
    - (1) Transformer loss compensation
    - (2) Transducer
    - (3) Station print-reading
    - (4) Energy and indicating meter and instrument
    - (5) Maintenance
    - (6) Trouble Calls
    - (7) Inertia testing
    - (8) Generation and co-generation metering
  - d. Surveys (load profile)
    - (1) Advanced Metering
    - (2) Spreadsheets
  - e. Customer Complaints for Hi-Low Voltage
  - f. CLAMS/BANNER and Other Software
  - g. Installation Guidelines
  - h. Photography (documentation)
- 4. **General**.....940
  - a. Voltage investigations
  - b. Distribution system recognition
  - c. High-voltage practices and techniques
  - d. Clearance and grounding procedures
  - e. Computer system familiarity
  - f. Meter data handling
  - g. Familiarity with Electric Rates, Service Requirements, Construction Standards, National Electric Code, EUSERC
  - h. Map work
  - i. New product evaluation
  - j. Customer relations
- 5. **Safety**.....160
  - a. Safety meeting attendance
  - b. First-aid training

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

	c.	Care and inspection of safety equipment	
	d.	OSHA and WISHA safety standards	
	e.	Chapter 296-45 WAC (Electrical Workers Safety Rules)	
	f.	Driving safety	
6.	<b><u>Unit Rotations</u></b>		<b>400</b>
	a.	Distribution Overhead	40
	b.	Underground residential Distribution	40
	c.	Distribution Network Underground	40
	d.	Station Construction and Maintenance	40
	e.	Power Dispatchers	40
	f.	Electric Shop	40
	g.	Customer Service/Service Reps	40
	h.	Operators	40
	i.	Distribution Engineering	40
	j.	Relay and Communications	40

**TOTAL HOURS: 6000**

**All the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

<b><u>K. Water Pipe Worker:</u></b>	<b><u>Approximate hours</u></b>
<b>1. First Class .....</b>	<b>400</b>
<b>Introduction to water systems, job skills, Workplace Expectations, safety procedures and Apprenticeship Program requirements. Receive training and obtain commercial driver's license (CDL), operate Class B vehicles.</b>	
<b>2. Taps .....</b>	<b>900</b>
<b>Install Water Services. Use Standard Plans and follow service installation procedures. Operate tap machines, select meters, use best management practices for water discharge, flush &amp; test pipes, chlorinate water services.</b>	
<b>3. Reactive maintenance &amp; repair of water systems .....</b>	<b>900</b>
<b>Respond to emergencies and leaks. Renew &amp; Repair Water Services. Inspect, maintain, remove or repair watermains, services and appurtenances. Follow Storm Water Protection Policy. Communicate with customers.</b>	
<b>4. Projects .....</b>	<b>900</b>
<b>Install &amp; maintain watermains, services, &amp; their appurtenances, use best management practices for water discharge, flush &amp; test pipes. Read &amp; interpret Standard Plans &amp; prints to select material and recognize fittings.</b>	
<b>5. Hydrants &amp; Valves .....</b>	<b>320</b>
<b>Install, maintain and repair hydrants and various valves. Use Standard Plans to understand watermain design criteria and water system controls. Use best management practices for water discharge, perform directional flushing.</b>	
<b>6. Water Trade Tools .....</b>	<b>100</b>
<b>Maintain &amp; repair pumps, hydraulic &amp; pneumatic tools, small equipment. Use location equipment. Use leak correlation equipment.</b>	
<b>7. Operations Response Center .....</b>	<b>40</b>
<b>Communicate with customers by phone, create work orders, follow the water system status using a computerized tracking system, prevent security breaches.</b>	

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- 8. Transmission System Operation & Maintenance .....440**  
**Flush, inspect & repair air valves & blow-offs, operate line**  
**valves. Maintain right-of-way grounds, gates, posts & elevated**  
**structures. Locate pipe lines, make visual inspections of Dams**  
**and follow Dams safety protocol.**

**TOTAL HOURS: 4000**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

<b><u>L.</u></b>	<b><u>Utility Construction Worker:</u></b>	<b><u>SOC 47-3013.00</u></b>	<b><u>Approximate Hours</u></b>
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**During the term of apprenticeship, the apprentice shall receive such instruction and experience in all branches of the occupation, as are necessary to develop a practical and skilled versatile worker, and perform varied electrical utility construction work and operate civil construction equipment for the City of Seattle.**

**Major processes in which the apprentice will be trained (although not necessarily in order listed) and approximate hours (not necessarily continuous) to be spent in each area as follows:**

- 1. Utility Construction Knowledge, Skills & Maintenance .....2000**  
**Repair, maintenance and expansion of the utility's underground electrical distribution system. Basic rigging, knot tying, utility construction guidelines and print reading.**
- 2. Tools, Equipment and Materials .....400**  
**Tools, equipment, and material recognition & preparation. Hand, electric, gas, pneumatic, and power tools/equipment, & material storage & security.**
- 3. Safety, Electrical Recognition & Awareness .....375**  
**Energy & high voltage awareness. Electrical Safety Rules. Vault rescue & confined space safety. Flagging, signing and traffic control awareness. Trench safety and Emergency response.**
- 4. Environmental Remediation .....225**  
**Emergency and incidental clean up/removal of hazardous waste and materials.**

**Total Hours: 3000**

**All of the foregoing work experience as herein noted is understood to mean as it pertains to the trade herein involved in these standards.**

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- ☒ Supervised field trips
- ☒ Approved training seminars (specify)
- ☒ A combination of home study and approved correspondence courses (specify)
- ☒ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☐ Training trust
- ☒ Other (specify):
  - **Approved Computer Based Training**
  - **State-approved Private Training Agency**
  - **Approved Qualified Journey Level In-house Instructors/Trainers.**
  - **Harris Institute of Technical Training**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

PO Box 33577, Seattle, WA 98133  
Office: (503) 901-6132  
Web: [www.metergod.com](http://www.metergod.com)

**SEE BELOW** Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

**Automotive Sheet Metal, Electrical Constructor, Generation Electrician Constructor, Lineworker, Cable Splicer, Meter Electrician, and Hydroelectric Maintenance Machinist:** Each apprentice shall enroll in and attend classes in the trade for not less than four (4) hours weekly for a minimum of 144 hours per year during the term of apprenticeship.

**Automotive Mechanic:** Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than four (4) hours weekly for a minimum of 216 hours per year during the term of apprenticeship.

**Duplicating Equipment Operator:** Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than three hours weekly for a minimum of 144 hours per year during the term of apprenticeship.

**Drainage and Wastewater Collection Workers:** Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than three hours weekly, during scheduled training weeks, for a minimum of 144 hours per year during the term of apprenticeship. An apprentice scheduled to attend Related Supplemental Instruction (RSI) during regular working hours will be paid. PAID RSI Hours will be counted as RSI and not On the Job Training hours.

**Utility Construction Worker:** Each apprentice shall enroll in and attend classes in subjects related to the trade. A minimum of 216 RSI hours are required during the term of their apprenticeship.

**Water Pipe Worker:** Each apprentice shall enroll in and attend classes in subjects related to the trade for not less than three hours weekly, during scheduled training weeks, for a minimum of 144 hours per year during the term of apprenticeship. An apprentice scheduled to attend Related Supplemental Instruction (RSI) during regular working hours will be paid. PAID RSI Hours will be counted as RSI and not On the Job Training hours.

- (X) twelve-month period from date of registration.\*
- ( ) defined twelve-month school year: (insert month) through (insert month).
- ( ) two-thousand hours of on the job training.

*\*If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

Additional Information:

NONE

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

#### **A. General Procedures**

- 1. By Resolution 16820, the City Council, on January 17, 1955 and ordinance 107790, recognized the need for an Apprenticeship Program in the City of Seattle. To this end, the Mayor appointed a Joint Advisory Apprenticeship Committee (JAAC), henceforth shall be called the Joint Apprenticeship Training Committee (JATC) as of September 26, 2002,, to further the purposes of this program.**
- 2. This Joint Apprenticeship Training Committee (JATC) is to function under Resolution of the City Council and the City Charter and in harmony with Washington State laws governing apprenticeship, under the Washington State Apprenticeship and Training Council.**
- 3. The following terms used herein shall be construed as specified below:**

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- a. **"City Department" shall mean any Department, City of Seattle, created by Charter and requiring the service of an "Apprenticeable Craft."**
  - b. **"Commission" shall mean the City Personnel Department, City of Seattle.**
- 4. **The Joint Apprenticeship Training Committee (JATC) consists of three (3) members from Organized Labor and three (3) members from City Service, all appointed by the Mayor, and confirmed by the City Council, for terms of three (3) years. The terms of the first appointees are staggered so that the terms of one from Organized Labor and one from City Service shall expire the first of each year thereafter. One new appointment will be made the first of each year from each of the respective groups. Members may be reappointed. The Joint Apprenticeship Training Committee (JATC) shall:**
  - a. **Recommend instructors for apprenticeship classes.**
  - b. **Prepare annual reports of the work of the Apprenticeship Subcommittees, a copy of which report shall be furnished to each Apprenticeship Subcommittee, the City Department, the City Personnel Department, the Mayor and the City Council.**
  - c. **Review and approve the minutes of all meetings of the Apprenticeship Subcommittees.**
  - d. **Apprenticeship Subcommittees shall be established for each apprenticeable craft with equal representation from City Service and the Labor organization involved; the number of members, tenure thereof, and appointments shall be decided by the Joint Apprenticeship Training Committee (JATC).**
  - e. **Representatives of the apprenticeship subcommittees shall participate in the interviewing of and/or administration of working tests to all certified eligible apprentice candidates to ascertain their ability to meet applicable apprenticeship standards in accordance with the City's Personnel Rules and Collective Bargaining Agreements. The apprentice candidates selected by the Hiring Authority shall be recommended by the apprenticeship subcommittee to the JATC for placement into apprenticeship.**
  - f. **Failure on the part of an apprentice to show regular attendance at classes or failing any quarter of the related training classes will be deemed as sufficient cause for the Apprenticeship Subcommittee to recommend to the JATC disciplinary action which may include but not be limited to the cancellation of their apprenticeship agreement.**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**All missed classes must be made up before the next scheduled apprentice pay increase is granted.**

- g. (1) Failure on the part of the apprentice to successfully pass a regularly scheduled proficiency exam will result in the following actions:**
  - (a) The apprentice will be given additional training during a 25-day period immediately following the day of the failed test. The apprentice will be allowed to re-take the exam on the 26th day.**
  - (b) The apprentice's wage advancement date will be extended by 3 days (this also means that their completion date will be extended by 3 days).**
- (2) If the apprentice fails the exam the second time they take it, the following actions will be taken.**
  - (a) The apprentice will be given additional training during a 25-day period immediately following the date of the second failed test. The apprentice will be allowed to re-take the exam on the 26th day.**
  - (b) The apprentice's wage advancement date will be extended by an additional 25 days or a total of 28 days including the 3 days from the first failure.**
- (3) If the apprentice fails the exam a third time, the matter will be referred to the Joint Apprenticeship Training Committee (JATC), which may recommend termination from the program.**
- h. If an apprentice misses more than two (2) night school classes in any quarter without prior approval by the apprenticeship sub-committee, the apprentice may be summarily dropped from the program and discharged.**
- i. Employer and Union agree to carry out the instruction and disciplinary action of the JATC in respect to an Apprentice's academic and OJT performances.**
- j. The JATC has the authority and responsibility to review the recommendations of the subcommittee and take action, which may include, but not limited to, requiring the apprentice to adhere to an Individual Training Plan (ITP), withholding wage progression, suspension, and/or cancellation of the apprenticeship agreement.**

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- k. No apprentice may begin the next school year until they have successfully completed all the requirements of their Related Supplemental Instruction (Night School) for the previous year. Apprentices having failed to successfully complete their RSI before the start of the next academic year shall be required to repeat the failed year of their apprenticeship or may be canceled from the program. This matter will be handled by the JATC with recommendation from the Subcommittee.**
- l. An apprentice may not miss related training classes due to overtime work without approval from the sub-committee or as outlined in the Apprentice Administration.**
- m. Harassment of co-workers, journey-workers, crew chiefs, management or labor representatives or instructors will not be tolerated by the JATC and disciplinary action may result including but not limited to suspension or cancellation of an apprenticeship agreement after an investigation determined that the harassment claim is valid.**
- n. Apprentices who miss more than the minimum number of regular straight-time hours per anniversary year as defined in Section IV: Term of Apprenticeship, shall automatically have their apprenticeship program extended by the required number of hours over the minimum. Active Military duty and all other unlisted items shall be evaluated on a case by case basis by the JATC, which may result in a temporary suspension or extension of their apprenticeship program for all hours less than those defined under Section IV: Term of Apprenticeship.**

### **B. Local Apprenticeship Committee Policies**

- 1. Apprenticeship Administrative Guidelines and Apprenticeship Operating procedures recommended by the sub-committee's and approved by the JATC, which may from time to time be added or updated.**
- 2. City of Seattle Employment Policies and Procedures**
- 3. City of Seattle Workplace Expectation**
- 4. City of Seattle Fit for Duty and Drug Free Workplace Policy.**
- 5. Collective Bargaining Agreements.**
- 6. Acquire and maintain certifications necessary for the occupations.**

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

### **C. Complaint and Appeal Procedures:**

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

**Complaint** (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

**If apprentice chooses to pursue the complaint further:**

Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

**If the apprentice or sponsor disputes supervisor decision:**

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

**A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)**

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

**B. Program Operations (Chapter 296-05 WAC - Part C & D):**

1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
- Authorization of Signature forms - as necessary
- Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
- Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

- Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor
  - Journey Level Wage Rate – annually, or whenever changed
  - Request for Revision of Standards - as necessary
  - Request for Revision of Committee - as necessary
  - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
  - On-the-Job Work Hours Reports (bi-annual)
    - 1st half: January through June, by July 30
    - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
- Program name
  - Sponsor's introductory statement (if applicable)
  - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
  - Section VII: Apprentice Wages and Wage Progression
  - Section IX: Related/Supplemental Instruction
  - Section XI: Committee - Responsibilities and Composition (including opening statements)
  - Section XII: Subcommittees
  - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

### **C. Management of Apprentices:**

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
  6. Hear and adjust all complaints of violations of apprenticeship agreements.
  7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

### **D. Training Agent Management:**

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

### **E. Composition of Committee: (see WAC 296-05-313)**

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

**The Joint Apprenticeship Committee shall be composed of three (3) representatives from the City Service and three (3) representatives from Labor organizations with apprenticeable crafts, appointed by the Mayor of the City of Seattle, in accordance with the Resolution passed by the City Council.**

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

The employer representatives shall be:

**Tony Blackwell, Secretary**  
**2700 Airport Way S. Rm. 210**  
**Seattle, WA 98134**

**Michael "Vini" Vincent**  
**255 S. Spokane Street**  
**Seattle, WA 98134**

**Sam Alvarez**  
**700 5th Avenue, Suite 3300**  
**PO Box 34023**  
**Seattle, WA 98124-4023**

**Bridgett Bascomb, Alternate**  
**700 5th Avenue, Suite 3300**  
**PO Box 34023**  
**Seattle, WA 98124-4023**

**Chris Wiley, Alternate**  
**700 5th Avenue, Suite 3300**  
**Seattle, WA 98124-4689**

The employee representatives shall be:

**Kurt Swanson, Chair**  
**595 Monster Rd SW, Suite 213**  
**Renton, WA 98055**

**Melody Coffman**  
**9134 15th Pl. S. 2nd Floor**  
**Seattle, WA 98108**

**Erik Nyhus**  
**700 5th Ave, Suite 3300**  
**PO Box 34023**  
**Seattle, WA 98124-4023**

**Bo Jeffers, Alternate**  
**9135 15th Ave S. 2nd Floor**  
**Seattle, WA 98108**

**Josh Werner, Alternate**  
**595 Monster Rd SW Suite 213**  
**Renton, WA 98055**

**Joe Simpson, Alternate**  
**Local 77**  
**PO Box 12129**  
**Broadway Station**  
**Seattle, WA 98102**

### **XII. SUBCOMMITTEE:**

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**Automotive & Metal Trades Craft Apprenticeship Subcommittee:**

**The Employer Representatives Shall Be:**

**Chris Wiley, Secretary  
805 S. Charles St.  
Seattle, WA 98134**

**Alan Freeman  
805 S. Charles St.  
Seattle, WA 98134**

**Curtis Ko  
805 S. Charles Street  
Seattle, WA 98134**

**The Employee Representatives Shall Be:**

**Sydney Collier, Chair  
805 S. Charles St.  
Seattle, WA 98134**

**Pedro Nunez  
805 S. Charles St.  
Seattle, WA 98134**

**Andres de los Monteros  
805 S. Charles St.  
Seattle, WA 98134**

**Drainage and Wastewater Collection Worker Subcommittee:**

**The Employer Representatives Shall Be:**

**Allen Taylor, Chair  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**John Holmes  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Carrie Parker  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Andres Macadandang, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Debbie Maxfield, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**The Employee Representatives Shall Be:**

**Scott Carey, Secretary  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Susan Conrad  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
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**Tina Ramos  
Seattle Public Utilities  
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**Jason Moore, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
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**Jeff Case, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**Electrical Craft Apprenticeship Subcommittee:**

**The Employer Representatives Shall Be:**

**Jani Beckett, Chair  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Raj Vhan  
700 5th Avenue, Suite 3300  
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**Ed Hill  
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**Doris Tao  
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**Meghann Steinolfson  
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**Phil Schroeder  
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**Doug Smart, Alternate  
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**Tauna Hood, Alternate  
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**Bridgett Bascomb, Alternate  
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**Wanda Davis, Alternate  
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**Tom Greeley, Alternate  
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**Jeff Joy, Alternate  
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**Phil Schroeder, Alternate  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**The Employee Representatives Shall Be:**

**Brandt March, Secretary  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Tom Rabbit  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Eric Buskala  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Bruce Lee  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Chuck Mahar  
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**Tyler Estby  
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PO Box 34023  
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**Dan Martinez, Alternate  
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PO Box 34023  
Seattle, WA 98124-4023**

**Steven Thrush, Alternate  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Hydroelectric Maintenance Apprenticeship Subcommittee (HEMMAC)**

**The Employer Representatives shall be:**

**Ray Ely, Secretary  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Cheryl Crawford  
PO Box 34023  
Seattle, WA 98124-4023**

**Nettie Dokes  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**David Boneham, Alternate  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**The Employee Representatives shall be:**

**Jeff Cheever, Chair  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Ramsey Wood  
700 5<sup>th</sup> Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Dave Corn  
PO Box 34023  
Seattle, WA 98124-4023**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**Water Pipe Worker Subcommittee:**

**The Employer Representatives Shall Be:**

**Chris Wolf, Chair  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Sean Corr  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Tom Walker  
Seattle Public Utilities  
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**Gisela Sanabria  
Seattle Public Utilities  
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**Dave Guarian, Alternate  
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Seattle, WA 98124-4018**

**The Employee Representatives Shall Be:**

**Gerardo Garcia, Secretary  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Shannon Milligan  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
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**Joshua Werner  
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Seattle, WA 98124-4018**

**Mike Mortenson  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**Matt Wayman, Alternate  
Seattle Public Utilities  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**

**CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

**Utility Construction Worker Apprenticeship Subcommittee:**

**The Employer Representatives Shall Be:**

**Karen DeVenaro, Secretary  
700 5th Ave, Suite 4900  
PO Box 34018  
Seattle, WA 98124**

**Garth Silvernale  
SCL  
3613 4th Ave S.  
Seattle, WA 98134**

**Bridgett Bascomb, Alternate  
700 5th Ave, Suite 3300  
PO Box 34023  
Seattle, WA 98124**

**Jeri Emundson, Alternate  
700 5th Ave, Suite 3300  
Seattle, WA 98124**

**The Employee Representatives Shall Be:**

**John Masterjohn, Chair  
2800 1st Ave S, Suite 310  
Seattle, WA 98121**

**Patrick Hammond  
700 5th Ave, Suite 3300  
Seattle, WA 98124**

**Kristy Tibbetts, Alternate  
700 5th Ave, Suite 3300  
Seattle, WA 98124**

## **CITY OF SEATTLE, WASHINGTON APPRENTICESHIP COMMITTEE**

### **III. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Michiko Starks, SCL, Training Director  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Bridgett Bascomb, SCL Coordinator  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Anita Adams, Training Coordinator  
Seattle Public Utilities  
700 5th Avenue, Ste 4900  
P.O. Box 34018  
Seattle, WA 98124-4018**

**Tauna Hood, SCL Coordinator  
700 5th Avenue, Suite 3300  
PO Box 34023  
Seattle, WA 98124-4023**

**Nadine Hansen, SPU Training Director  
700 5th Avenue, Suite 4900  
PO Box 34018  
Seattle, WA 98124-4018**